

**MADERA COUNTY**  
**LIBRARY BRANCH ASSISTANT**

**DEFINITION**

Under general supervision, to assume responsibility for the operations and services of a County branch library; to perform a variety of patron and circulation assistance at the assigned County library branch; to perform typing, filing, and other office assistance duties; and to do related work as required.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over community volunteers.

**DISTINGUISHING CHARACTERISTICS**

This is the full journey level in the Library Assistant class series. Incumbents have responsibility for the operations and services of a small County branch library. Positions at this level perform a variety of patron and circulation duties requiring substantial background and experience. They are expected to work independently and exercise judgment and initiative.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assumes responsibility for the operation and services of a County library branch; works with library patrons, providing assistance in the use of library facilities and resources; answers questions; checks out material for circulation; issues library cards; collects monies for overdue and damaged books and media; receives and places patron holds for books, media, and information by computer; finds and reserves books and media for circulation in other libraries; assists with cataloging and technical processing; compiles information for statistical summaries and reports; assists with book repair and mending; re-shelves returned material; prepares periodicals for patron use; assists with reference services; obtains detailed information about patrons' reference requests and needs; instructs children in the use of library resources and library rules and procedures; conducts summer reading and crafts programs; updates bulletin board displays; maintains account records on monies collected; updates records and reports; types a variety of correspondence, information, and other materials; performs office assistance duties; operates a computer and office equipment; obtains community volunteers for library jobs and projects; works with community organizations; maintains annual inventories of branch furniture and equipment; ensures proper repair and maintenance of branch building.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Library procedures and methods.  
Library reference resources.

**Knowledge of:**

English usage, spelling, grammar, and punctuation.  
Modern office practices, methods, and computer equipment.  
Indexing, filing, and record keeping methods and procedures.  
Mathematical principles.  
Public relations principles and techniques.

**Skill to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Assumes responsibility for the operations and services of County branch library.  
Performs library and circulation assistance assignments.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Performs office assistance work involving the use of independent judgment and requiring speed and accuracy.  
Make arithmetical calculations.  
Maintain accurate records and prepare reports.  
Effectively represent library services to the public and community organizations.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of responsible working experience comparable to that of a Library Assistant with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade. Two years of college is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

**Effective Date:** May, 1995